Z 43 .M153













A copy of this book will be mailed to any address for 50 cents.

### Materials, Movements, Etc.

In order to do good work, it is very necessary that you use good pens, ink, paper and holders. Some people have an idea that "professionals" can write well with any kind of material: such is not the case.

### PLNS.

In our opinion, nothing is more essential than good pens. For business writing (unshaded) we use Gillott's No. 404. If we want a finer line we use No. 604. Spencerian No. 1 is also good. For artistic (professional) writing we use Gillott's principality No. 1. The No. 004 is the best pen we know of for students in artistic writing.

#### INK

For all fine line work that is not to be engraved, we use Arnold's Japan ink, mixed with Arnold's writing fluid, or a few drops of coffee. This ink produces a fine hair line and a glossy black shade. In preparing fork for photo-engraving, use India ink. For fine line work, put in a few drops of cold water each day.

#### PAPER

The best paper for practice is "fools cap" or letter size. Get a surface that takes ink well and that will not cause the shades to "spread." Don't use note paper for practice, as the sheets are too small. One is apt to feel timid when writing on such paper.

#### HOLDERS

For business writing we use a straight holder. Never use a metal tip. For shaded writing we use an oblique

holder. In sellecting one make sure that it is properly adjusted. It will pay you to get a *good* one, as you can't do your *best* work without it.

#### MOVEMENT.

For business writing use the forearm (muscular) movement. Let the holder rest lightly in the hand to allow the fingers to act a rery little on some of the small letters. Never on capitals. You will move the fingers enough unconsciously if you do not grip the holder.

Much has been said regarding the correct movement to be used for artistic combinations. Some say use muscular movement: others say use whole-arm (arm extension).

After having studied and practiced all movements, giving each a test of several years, we are not ready to recommend any one to the exclusion of all others. It is true that a man, with ordinarily large muscles, can, by taking off his coat and perhaps baring the arm, produce capitals large enough for ordinary purposes; but we are not always so situated that we care to do this; nor do I think there is need of it. The best advice I can give you is, learn muscular movement first, then if you meet a combination that seems too large for your muscles, just raise the arm and let the sleeve glide. That our best all round penmen use whole arm movement at times, there is no doubt. Get familiar with all movements, the forearm first, and then use the one that is best adapted to the size of the letters you are making.

### Business Combinations.

There are several reasons why we should join business capitals: 1st, because it makes the writing more rapid; every time the pen is lifted, time is consumed. 2d, because they are more pleasing in appearance when so written. They look more "dashy" and business-like, and when properly written are just as legible.

Any letters can be joined, but it is not always best to join them. If they do not go together naturally, it is best to write them separately. You will notice by the work on the following pages, that we do not always use the same style of capitals, but rather, the style that joins best. Use as few lines as possible to produce the desired effect.

Notice the style C used in AC (page 5) then see the change in CA. If you will try the other style C in each case you will find that they do not join so well. The same change will be noticed in CB, CG and CH. The same C is used wherever it is initial and the other style if it is last. The same is true of E, (See AE, EA, EW, WE, ES, SE, EJ, JE, etc).

There are other changes which you will do well to notice. On page six you will find more of the changes already mentioned and also some new ones. (See FJ. GJ. GM, HW, HD, JA, JM, JR, etc.) Of course these are not the only ways in which these letters may be combined, but they show the most rapid and most natural way.

We think you will find there all the principal styles of joinings used. The illustrations given will, of eourse, suggest an almost unlimited number of others.

Initial A. as used in AC. may precede each of the following letters: B, D, F, G, H, K, M, N, P, R, S, T and W. The style F used in FB, may precede any of the following: A. B, D, E, F, G, H, K, L, P. R, S, T and W. While the style F used in FJ can precede M, N, W, Z, Q, X, U, V, or Y. The other styles may be used in about the same number of places. Try them.

Keep the pen on the paper as much as possible and make the letters rapidly.

AGA AR SA AN AA CAR AR SMMMA AM MA CAR AR CA SH ON ME SH SH SH SH CAP AR CHI WE CAS SE CAP JE AM M.A. A.J. J.A. A.A. C.L. J.A. A.J. J.M. M.J. J.M. 12.J.

## Business Signatures.

In order to handle the work given on pages 8 and 9, you should first master the combinations on the previous pages. You will find the small joinings used here that are used there. It is, of course, a little more difficult to combine three letters than two, yet it is not a hard matter if you will remember that the letters are made in the ordinary form, all the difference being that the pen is not lifted between each.

While the pen is not *lifted*, it must sometimes come to a standstill in order to form a good angle. This rest should be quite pronounced at first, but after one is familiar with a combination, the pause is so slight as to be barely perceptible.

The ABC combination is made without lifting the pen. B. C. Davis, C. D. Ernest and E. F. Grayson are written throughout without lifting pen, except to make top of F, which is made last.

In H. I. Jones we have combined only I and J, for the reason that the letters do not join naturally. These letters can be joined by beginning with J and writing the initials backwards. You will need to use a different style H however. Try it,

You will notice that the M N combination is written here with final curves, and on page 9 without them. We favor the latter style.

Each combination on page 9 was written without lifting the pen, except to make top of T or F, last part of X, one style of H and K. They were all written at a high rate of speed such as will meet the requirements of business. In J. E. G. you will notice a small loop in top of E, that is done by not resting there. The same will be seen in first part of T in T. J. R. In H. M. G. and I. H. M. we have used an H that is made without lifting pen. It is very practical in rapid work and can be used in many places. The style W in B. W. K. is very rapid and joins well.

We have striven to give you all the practical ways of joining business capitals, and we think that by mastering them you will find little difficulty in joining any letters.

Algores Allavis DErnest Algores Alkehoe JK Lamons Al Miner LM Michol M. Osgood MODERAN DRImith RSTurner

Allower J. Gormans J. Howker, A. Einest V. W. Mmas A. Gordon IM. Tea AM Grayson J.A. Moore Hounds Hollancy B.W. King De Jowne MM Palmer W. A. Chapm.

### Artistic Combinations.

The work on the opposite page illustrates all the principal ways in which artistic capitals are combined. By mastering them you need never have difficulty in joining any number of letters that will admit of it.

Sometimes a more pleasing arrangement can be made by writing each letter separate, (this is illustrated farther on) but as a rule, artistic capitals join very nicely. Avoid a superfluity of curves and wrinkles: they make the letters difficult to read and do not add anything to their beauty.

To get the form of a combination, draw it several times slowly, then put speed into it and write it until you can see it with your eyes closed. Take up the work in a systematic, business-like way and much good will follow your efforts.

In the first line is shown the leading ways in which A may be joined to other capitals, using A as the initial letter. In A. B. we have a common style of joining. Make A and first part of B before pen is lifted. A may be joined to R, K, H, P, C, D, E, F, L or T in the same way. A. C. is made without lifting the pen. This A will join to any

of the above capitals also. To make A. D. begin at top of D, lift pen at base, then finish. In A. N, don't lift pen until you make A and first part of N. The following will join to this A: M, N, W, Z, Q, X, U, V or Y. To join B's, make stems, then begin at bottom of last B and make backwards. Any of the reverse oval capitals may be joined to B as in B. M. B. J. and B. W. are self explanatory. C. B., C. C. and C. D. are same as A. B., A. C. and A. D. C. W. is pleasing but difficult; M. N. Z. Q. X. U. V or Y may be joined to this C. I may follow any letter ending with same curve as D. Make D and lift pen, then make I inside the final curve, finishing lines meet by re-touching, The styles of E shown in E. K. and E. L. will join to almost any letter. F. A. is very pleasing and we wonder that it is not used more. Make stem to F, then make A and throw finishing line over F. F. B. is same as F. A. To make F. J., begin at stem of F, don't lift pen. Begin with I in I. M. and I. J. To make J. A., begin at top of A. Any stem letter may be joined to I or J in this way.

AS ACADA ASAM J. B. J. C. J. J. J. J. J. J. J. ARCH DE DISCO Charles of the state of the sale JOGA DO AM BY AR AR SAR MAN

# Artistic Signatures.

A signature, in order to present an attractive appearance, need not necessarily be made without lifting the pen, nor need all the letters be joined. The fact is, there are letters that look much better when written separately. They should always be interwoven in such a way as to present a whole appearance.

The principal points to be kept in mind are legibility, grace and uniformity. If you cannot join a number of capitals so that they are perfectly legible, you would better not join them. Too many lines will spoil the effect; use just lines enough to make it graceful, no more and no less. Strive to make short, smooth, clean cut shades and full round curves. A combination will not be pleasing if executed with a slow motion. It must be made with freedom and dash, but not recklessly.

Uniformity is secured by making all lines cross each other nearly at right angles, and by getting lines parallel.

Light lines may cross shades, but shades should never cross each other.

Large, heavily shaded capitals are most admired for this kind of work, but avoid making them look scrawly, overbalanced and out of proportion.

The combinations presented herewith need very little explanation. You can usually tell how a combination is made by studying it.

You would do well to keep the following suggestions constantly in mind and then PRACTICE: Never let the pen get ahead of the mind. All shaded lines are made with a downward motion. In making an angle or short turn, the motion should be slower. Study should precede practice; you are not likely to make better forms than the mind has conceived. Beginning and ending lines have much to do with making a signature artistic or otherwise. If you don't get a combination right the first time, keep at it until you do. What is worth having is worth working for.

H. Tray! I. W. Costello,

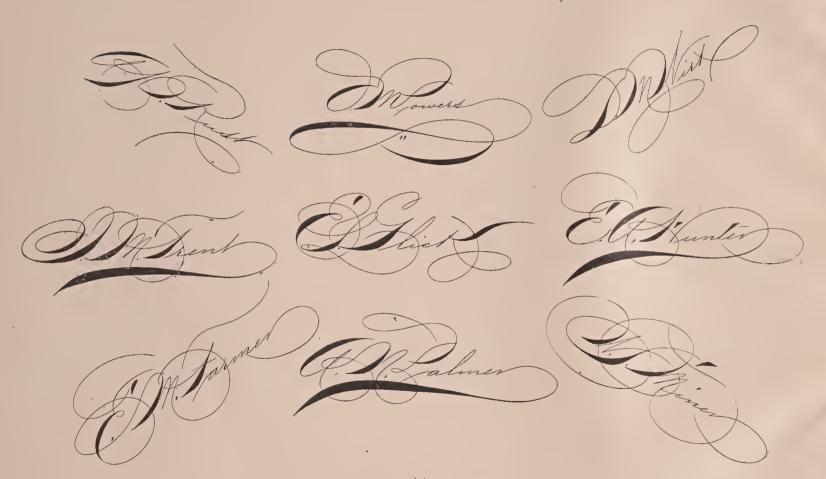
As Jing OM Jowers H. A. Sanks



# Contributions by Well=known Penmen.

The signatures on page 17 and 18 were written by E. L. Glick, Lowell, Mass. Those on page 17 winning first prize in a recent contest offered through the New England Penman. Those on page 19 won second prize in the same contest, and were written by E. L. Hooper, Portland, Maine. The signatures which follow were, with a very few exceptions, written by the penmen whom they represent; to whom we are greatly indebted. They are here presented for various reasons: 1st—Because they so well illustrate the principles which this book is designed to teach. 2nd—Because they are valuable as a collection of autographs. They represent a great variety of styles of writing and ways of combining capitals. They are the very essence of perfection in the line of combinations, and were collected and engraved at an enormous outlay of time and money. Every aspiring penman would do well to imitate them.





H. Downs. D. Hamsay. T. Sowe May, C. Cane!



A. Root W. Alexander S. C. Dearing. Ellterback P. T. Denton J. Caskey The Stuart Of Talrymple. Of Braniges AMerrill MA Tiples! AM Mann

Alast. C. I Fruith Makin) LA Spences A.A. Aburcrombie A.T. Musselman D.G. Ames A. Alinnan Degan ARanson! ARRahards De Oner IM. Sammond. Island)



Dettleton ASS. Fatrux Commany All Shaylor C. Burnith Moulter I. Becker. J. Reppers C. F. Verry M. Cox All Michael TO Scott Minn J. C. Horton G. Sneeland J. Marrow M. Moory A. Sarker A. Slown



Alfamplin. Alfament From SSackard Martier Bowser (D. Anderson A. Whilliams Tollard Mall Molumon J.M. Mehan! Maryard FMoore Ffellett FM isson Delastin Colon Hallison

Charie J. O'S. But E. Mills. S. J. B. Color. J.C. Calentine of J. Gansrud Hallentis ADubert Maket Hourtney. HOMiss. Maffelling Albushman Modern. H. Moore. Matten & Al Saylor Hattisch



# You Can Save Money!

By ordering your supplies, books, papers, etc. from us. Read carefully the following list and if there is anything in it you want, order it from us and save money. These works are all standard and are too well known to need any recommendation from us. Every penman should have a library and should have in it all the standard works. Start one and you will be surprised to see how fast it grows. We will send any of the books or papers named below, post-paid to your address, at the regular price, and will send you the New England Penman, one year, FREE.

| Zanerian Alphabets, by C. P. Zaner,            | Price, | post-paid | , \$1.00 | Brown's Portfolio of Designs, by E. L. Brown, Price, post-paid, \$ .50 |
|--|--------|-----------|----------|--|
| Zanerian Theory of Penmanship, by C. P. Zaner, | 1.66   |           | 1.00     | Mack's Easy Road to Writing, by J. B. Mack, "1.00                      |
| Zaner's Gems of Flourishing, by C. P. Zaner,   | 6.6    | 6.6       | .50      | Script Combinations, by J. B. Mack, " " .50                            |
| Pen Studies, by C. P. Zaner,                   | 4.4    | 6.6       | .50      | Penman's Art Journal (News Edition) monthly, \$1.00 a year.            |
| Zanerian Compendium of Business Penmanship,    | 6.6    | 6.6       | .60      | " " (Regular Edition) " .50 "  |
| Thought Gems, by F. B. Courtney,               | 4.6    | 6.6       | ,50      | The Western Penman, monthly, 60 "                                      |

We will send the Penman's Art Journal (News Edition), The Western Penman and The New England Penman, if the three are ordered at one time, for \$1.25. Or we will send the "Regular Edition" of the Penman's Art Journal, which is identical with the "News Edition" with the exception of four pages of News, and the other two papers, all for \$1.00.

PAPER.—A goood quality for practice work, size 8x10 1-2, one ream, (960 sheets), by express, \$1.50. Five reams by express, \$5.00.

**PENS.**—Gillott's No. 404, for business writing, 1 gross box (144 pens), by mail, 65 cents. Five gross, by express, 50 cents per gross. Gillott's No. 604, for either business or artistic writing, 1 gross, by mail, 70 cents. Five gross, by express, 60 cents per gross. Gillott's No. 1, for artistic writing, 1 gross, by mail, 90 cents.

INK.—Arnold's Japan, the best made for card writing, letter writing, flourishing, etc., 1 pint, by express, 50 cents; 1 quart, 90 cents; 5 quarts, \$3.50. India Ink, for lettering, drawing and all work for photo-engraving, 1 bottle, by mail. 35 cents; 5 bottles, by express, \$1.25.

HOLDERS.—Straight, for business writing, one holder, by mail, 10 cents; 1 dozen, 50 cents. Oblique Holders for artistic writing, properly adjusted, finished either in black or natural wood, one holder, by mail, 20 cents; 1 dozen, \$1.00.

Remit by Money Order or New York Draft. Stamps taken for small amounts.

ADDRESS:

N. B.—Goods sent by mail are prepaid, those sent by express are not.

J. B. MACK, Nashua, N. H.

BUY a work on penmanship that was out of date ten or twenty years ago; or if you have such a book in the family, don't be blind enough to think that it is all you or your descendants need to teach you to write. Such books are behind the times. Penmanship is not taught to-day as it was ten years ago; except by those who don't know any better. Why not get SOMETHING NEW! SOMETHING FRESH!



# Is Right Up to Date!

It contains more copies and more instructions than any similar work published. It gives a complete course in Rapid Business Writing, Artistic Writing and Rapid Lettering, making in all over 300 lessons. The lessons are carefully graded and are made so plain that failure to master them is next to impossible.

Handsomely and Durably Bound in Cloth and Gold.

Price, Post=paid, \$1.00.

### Strongly Indorsed by Teachers and Students.

From ZANER.—You have gotten out an attractive work, full of up-to-date ideas, and we wish you much success with it. C. P. ZANER,

President Zanerian Art College. Columbus, O.

From GLICK.—Your new book "Mack's Easy Road to Writing" received, and I wish to say that you certainly have struck the key note, in the way to impart rapid business writing to home students. Everything about the book is up-to-date, and in my opinion, is the most complete book on business writing published. It should have a large sale. E. L. GLICK,

New England Business University, Lowell, Mass. Penman.

From ELSTON.—After giving your book a very careful reading, I have no hesitancy in pronouncing it a thorough, practical, common sense treatise

on the subject. You have handled the subject in a master way, and your book is up-to-date and right in the push. It should be in the hands of every amateur and every professional penman. Home students would be greatly benefited by the use of it.

J. A. ELSTON, Penman,

Christian University, Canton, Mo.

From a Home Student.—To me it is worth its weight in gold. I would not part with it if I could not get another. CHAS. PALMER, Wilmington, Del.

From COURTNEY.—Your valuable treatise constitutes one of the most important contributions made in the science of penmanship.

F. B. COURTNEY, Artist Penman, Kansas City, Mo.

# The Best Way!

To increase your salary, is to enlarge your ability. It is easier to secure a position that pays \$100 per month, if you are competent to fill it, than one which pays only \$25. The reason is that there are more of the \$100 positions than penmen to fill them, and more \$25 penmen than positions.



is generally acknowledged to be

### THE LEADING SCHOOL OF PENMAN-SHIP AND ART!

IN AMERICA

IT EXCELS! Not only in giving instruction, but in aiding its pupils (free of charge) to secure desirable employment.

Sample copy of "The Zanerian Exponent" Free.

THE ZANERIAN ART COLLEGE,

# ★ THE NEW ENGLAND PENMAN ★ PEN

Is a beautifully illustrated paper, devoted to



Penmanship and Practical Education.



-It Contains Lessons in-

Writing, Flourishing, Drawing, Lettering, Card=Writ=ing, Etc., by noted penmen.

Every number contains specimens of writing, flourishing, drawing, ornate initials, fancy signatures, etc., by students and teachers of penmanship.

If you wish to improve your writing, and get the latest and best ideas on teaching, you can certainly not afford to be without this paper.

PRICE,
25 Cents a Year.



NASHUA, N. H.



Has everything you want to know about writing, (slant or vertical, business or professional) about engrossing, pen lettering, designing, methods of teaching writing and drawing in public and private schools. Richly illustrated and as full of instruction as an egg is full of meat.

NEWS EDITION, - - - \$1.00 a year, 10 cents a number. REGULAR EDITION, - - .50 a year, 5 cents a number.

# THE BUSINESS JOURNAL. THE UP-TO-DATE BUSINESS MAN'S PAPER.

Keeps its readers in touch with what is going on in the world of Commerce, Finance and Business generally. Illustrates the latest appliances and methods of conducting business. Solves knotty questions in accounting; presents the "latest wrinkles" in book-keeping; explains the newest labor-saving devices; reviews business literature; reproduces the brightest current advertisements (together with much sage advice from professional advertising sharps); interviews successful business men; keeps its eyes and its columus wide open for the freshest and most helpful information for the Merchant, Business Manager, Advertising Man, Credit Man, Bookkeeper, Amanuensis and Business men generally. 50 cents a year, 5 cents a number.

Agents can make money taking subscriptions for both Journals. Send for terms.

#### PENMAN'S ART JOURNAL TEACHER'S BUREAU.

Supplies Teachers of Penmanship, Drawing, Commercial, Shorthand and Typewriting branches. It brings teachers and schools together. A large acquaintance among schools and teachers enables the management to select good teachers for good schools. A small fee is charged the teacher; no charge is made the school. Reliable schools seeking teachers, and well qualified, reliable teachers seeking places are wanted for our lists. No others need apply.

Address,

## Ames & Rollinson Co.,

202 BROADWAY, NEW YORK.











|  | , |  |
|--|---|--|
|  |   |  |
|  |   |  |

|  |  | • |
|--|--|---|
|  |  |   |
|  |  |   |
|  |  |   |





LIBRARY OF CONGRESS 0 041 640 062 3